

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE CITY OF ARANSAS PASS, TEXAS

THE CITY OF ARANSAS PASS

600 W. Cleveland
Aransas Pass, Texas 78336
Telephone (361) 758-5301

Proposal Request No.2013-01
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The City of Aransas Pass, in accordance with Section 2254.004, Texas Government Code, is requesting qualifications for engineering services for a variety of projects the city may undertake; therefore, proposals must be good for a period of not less than one (1) year. It is the policy of the City of Aransas Pass to purchase services in accordance with Section 2254.004, Government Code. It is understood that the City of Aransas Pass City Council reserves the right to arrive at such determination by whatever means deemed appropriate, and shall be the sole judge in the matter.

Request for Qualifications will be received by the City of Aransas Pass until **3 P.M., Thursday, January 16, 2014** and publicly opened and acknowledged at **9 AM, January 23, 2014** in the City of Aransas Pass City Hall located at 600 W. Cleveland, Aransas Pass, TX 78336.

A. SCOPE OF REQUIRED INFORMATION

The City of Aransas Pass requests Qualification Statements in accordance with the instructions in this document, for professional Engineering services for environmental compliance, civil and structural design work.

It is the City of Aransas Pass's intent that the Engineering Provider will be involved for the full duration of each project including the design development, preparation of construction and bidding documents, and construction administration phases of the project. However, following the design phase and cost estimate, the continuing contract will be contingent upon funding.

Phase I

Proposers will submit Qualifications. The City of Aransas Pass will determine which Proposer(s) submitting are most qualified from the listed criteria.

Chosen Proposer(s) will be invited to make a presentation to the committee chosen by the City of Aransas Pass City Council. At that time, the City of Aransas Pass Committee will discuss, in further detail, the plans, building and proposed projects. The City of Aransas Pass Committee will also answer any questions the Proposer might have.

Phase II

The City of Aransas Pass will then select the most highly qualified proposer and negotiate a contract with that proposer. If the City cannot reach a contract with the most highly qualified proposer, the City will formally end negotiations and attempt to negotiate a contract with the next most highly qualified proposer.

B. CONDITIONS OF THE PROPOSAL

The following instructions apply to all Request for Qualifications and become a part of terms and conditions of any proposal submitted to the City of Aransas Pass City Hall, unless otherwise specified elsewhere in this Request for Qualifications. All Proposers are required to be informed of these Terms and Conditions and will be held responsible for having done so:

1. Definitions: In order to simplify the language throughout this proposal, the following definitions shall apply:
 - a. THE CITY OF ARANSAS PASS - Same as City.
 - b. CITY COUNCIL - The elected officials of The City of Aransas Pass, Texas given the authority to exercise such powers and jurisdiction of all City business as conferred by the State Constitution and Laws.
 - c. CONTRACT - An agreement between the City and a Supplier to furnish supplies and/or services over a designated period of time.
 - d. FIRM - A Proposer of this request.
 - e. CITY - The government of The City of Aransas Pass, Texas and its authorized representatives.
 - f. ENGINEERING PROVIDER - A firm or organization providing engineering services.
 - g. PROPOSAL - A Proposer's Qualification Statement.
 - h. QUALIFICATION STATEMENT - Proposer's written response presenting their qualifications of competency, experience, knowledge, and resources necessary to provide architectural and engineering services for the described work.
 - i. REQUEST FOR QUALIFICATIONS (RFQ) - That portion of this document soliciting a Qualification Statement from the engineering Provider.
2. Upon acceptance and approval by the City Council, this proposal effects a working contract between the City of Aransas Pass and the successful Engineering firm for the period designated.
3. **Proposals must be received by the City Hall prior to the time and date specified.**
4. The City reserves the right to accept or reject in part or in whole, any proposals submitted, and to waive any technicalities deemed to be in the best interest of the City.
5. The City of Aransas Pass shall not be responsible for any verbal communication between any employee of the City and any potential Proposer. Only written qualifications will be considered.
6. The City of Aransas Pass reserves the right to reject any proposal that does not fully respond to each specified item.

7. The Proposer must include Employer Identification Number for the proposal to be valid.
8. Should there be a change in ownership or management, the contract shall be canceled unless a mutual agreement is reached with the new owner to continue the contract with its present provisions and prices. This contract is nontransferable by either party.
9. The City may cancel this contract at any time for any reason, provided a thirty days written notice is given.
10. Proposals cannot be altered or withdrawn after receiving time without written approval of the City Council.
11. Proposals will not be considered if submitted by telephone, fax or any other means of rapid dispatch, nor will a Proposal be considered if submitted to any other person or department other than specifically instructed department.
12. Proposals shall include full firm name, mailing address and telephone number and be manually signed by an authorized Proposer.
13. It is our policy not to furnish proposal results over the phone. Proposal results will be posted on the City of Aransas Pass website and at City Hall after it is awarded by the City Council.
14. This Proposal will be made a part of any resulting contract entered into by the City.
15. It is the intent and purpose of the City of Aransas Pass that this RFQ permit competitive Proposals. It shall be the Proposer's responsibility to advise the City of any language, requirement, or any combination thereof, inadvertently restricts or limits the requirements stated in this RFQ to a single source. Such notification must be submitted in writing and must be received by the the City of Aransas Pass City Hall no later than five (5) business days prior to the Proposal closing date. A review of such notification will be made.

C. SPECIAL PROVISION

1. Questions regarding the Proposal shall be directed to the City Manager, Sylvia Carrillo at (361) 758-5301.
2. Completed proposals shall be submitted to the the City of Aransas Pass, 600 W. Cleveland, Aransas Pass, TX 78336. by **3 P.M., Thursday, January 16, 2014** The Proposal is invalid if not deposited at the designated location prior to the above time and date, or advertised extension thereof.
3. All proposals shall be submitted in accordance with the instructions herein.

4. There is no expressed or implied obligation for the City of Aransas Pass to reimburse responding service providers for any expenses incurred in preparing Proposals in response to this request.
5. During the evaluation process, the City of Aransas Pass reserves the right, in the best interest of the City, to request additional information or clarification and to request a meeting with the Proposer.
6. At the public opening, there will be no disclosure of contents to competing Proposers, and Proposals will be kept secret during the negotiation process. Except for trade secrets and confidential information which a Proposer may identify as proprietary, all proposals will be open for public inspection after the contract has been awarded.
7. The contract shall be awarded to the responsible Engineering Provider whose Proposal is determined to be the best as a result of negotiations and considering the relative importance of qualifications and other factors set forth in the Request for Qualification.
8. All Proposals deemed to be qualified will be given fair and equal consideration, and discussions may be conducted with these ENGINEERING Providers. Oral negotiations shall be confirmed in writing prior to contract award. However, the contract may be awarded without presentations and conferences.
9. Proposal shall be clear, concise, and in conformance with requirements listed herein.

D. ADDENDA AND MODIFICATIONS

1. Any changes, additions or clarifications to the RFQ will be made by numbered addenda.
2. Any Proposer in doubt as to meaning of any part of these requirements may request an interpretation thereof from the City Manager. At the request of the Proposer, or in the event the City Manager deems the interpretation to be substantive, the interpretation will be made by written addendum issued by the City Hall. Such addendum will be sent to all Proposers receiving the original RFQ and will become a part of the Proposal package, having the same binding effect as provisions of the original Proposal. No verbal explanation or interpretations will be binding. In order to have a request of interpretation considered, the request must be submitted in writing and must be received by the

City Hall no later than five (5) business days prior to the Proposal opening date.

3. All addenda, amendments and interpretations of this solicitation shall be in writing. The City of Aransas Pass shall not be legally bound by any amendment or interpretation that is not in writing. Only information supplied by the City in writing or in this RFQ should be used in preparing Proposal responses. All contact that a Proposer may have had before or after receipt of this RFQ with any individuals, employees or representatives of the City, and any information that may have been read in any news media or seen or heard in any communication facility regarding this Proposal should be disregarded in preparing Proposal responses.
4. The City does not assume responsibility for receipt of any addendum sent to Proposers.
5. A copy of all addenda issued must be signed and returned with your Proposal.

E. EXAMINATION OF DOCUMENTS AND REQUIREMENTS

1. Each Proposer shall carefully examine all RFQ documents and be thoroughly familiar with all requirements prior to submitting a Proposal.
2. Before submitting a Proposal, each Proposer shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and requirements affecting the requirements of the RFQ. Failure to make such investigations and examinations shall not relieve the Proposer of the obligation to comply, in every detail, with all provisions and requirements of the RFQ.

F. PROPOSAL SUBMITTAL

1. All Proposals must include this document and any subsequent addenda. One (1) original and three (3) electronic copies of your Proposal must be submitted in the specified form and the Proposer must sign and date their Proposals in the space provided. The original must be clearly marked "ORIGINAL" on the front cover.
2. The City of Aransas Pass is exempt from Federal Excise, State Sales and Transportation taxes. Tax exemption certificates will be executed by the City Manager upon request.
3. Any information regarding warranties and/or maintenance agreements pertaining to said Proposal item(s) are to be included in the Proposal response.
4. Normal payment terms are no later than thirty (30) calendar days after the Finance Department office receives the invoice. Payments will be made after approval at a regularly scheduled meeting of the City of Aransas Pass City Council. The City of Aransas Pass City Council normally meets every first and third Monday of the month.

5. All Proposals, responses, inquiries or correspondence relating to or in reference to this RFQ, and all reports, and other documentation submitted by Proposers shall become the property of the City of Aransas Pass when received.

G. TRADE SECRETS, CONFIDENTIAL INFORMATION AND THE TEXAS PUBLIC INFORMATION ACT

1. The City of Aransas Pass, Texas is subject to the Texas Publication Information Act, Chapter 552, Texas Government Code. Proposals submitted to The City of Aransas Pass, Texas in response to this RFQ are subject to release by the City as public information. If the Proposer believes that the Proposal response, or part of it are confidential, as proprietary information, (s)he must specify that either all or part is excepted, and provide specific and detailed justification for its claim of confidentiality. Vague and general claims to confidentiality are not acceptable. All Proposals or parts of the Proposals which are not marked as confidential will be considered public information after a contract has been awarded. The successful Proposal may be considered public information even though parts are marked confidential.
2. The City of Aransas Pass, Texas assumes no responsibility for asserting legal arguments on behalf of Proposers. Proposers are advised to consult with their legal counsel concerning disclosure issues resulting from this proposal process and to take precautions to safeguard trade secrets and other proprietary information.
3. Marking your entire Proposal CONFIDENTIAL/PROPRIETARY is not in conformance with the Texas Public Information Act.

H. DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS

1. The City of Aransas Pass hereby notifies all Proposers that in regard to any contract entered into pursuant to this RFQ, Disadvantaged Business Enterprises (DBE's) will be afforded equal opportunities to submit Proposals and will not be discriminated against on the grounds of race, color, sex, disability, or national origin in consideration of an award.

I. CONFLICT OF INTEREST

1. The Proposer shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the City of Aransas Pass.
2. By signing and executing this Proposal, the Proposer certifies and represents to the City the Proposer has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantage, information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this Proposal.

3. With the exception of interviews and other contacts initiated by the City of Aransas Pass relevant to the selection process, Proposers, their employees or representatives, are prohibited from contacting any official or employee of The City of Aransas Pass, except the City Manager, in regard to this RFQ from the issuing date of the RFQ until the date the City of Aransas Pass City Council meets to consider award of the Proposal. Any such contact will be grounds for rejection of the vendor's proposal.

J. PROPOSAL AWARD

1. The City of Aransas Pass, at its sole discretion, reserves the right to reject any or all Proposals, reject any particular item on a Proposal, and to waive immaterial formalities and to accept the offer most advantageous to the City.
2. All Qualification Statements are evaluated for compliance with the RFQ. Failure to comply with the listed Conditions of Proposals may result in disqualification of the Proposal.
3. Consistent and continued tie Proposals on any commodity could be cause for rejection of Proposals and investigation by the Attorney General to determine possible Anti-Trust violations.
4. Any contract made, or purchase order issued, as a result of this RFQ shall be entered into in the State of Texas and under the laws of the State of Texas. In connection with the performance of work, the Proposer agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal, State and local laws, regulations and executive orders to the extent that the same may be applicable. Proposer further understands and agrees that venue shall be in the City of Aransas Pass, Texas.
5. NO INDIVIDUAL OR ANY USING DEPARTMENT HAS THE AUTHORITY TO LEGALLY AND/OR FINANCIALLY COMMIT THE CITY OF ARANSAS PASS TO ANY CONTRACT, AGREEMENT OR PURCHASE ORDER FOR GOODS OR SERVICES, UNLESS SPECIFICALLY SANCTIONED BY THE REQUIREMENTS OF THIS INVITATION FOR PROPOSAL.

K. INSURANCE

Before commencing work, the successful firm shall be required, at his own expense, to furnish the City of Aransas Pass City Hall with evidence showing insurance coverage, meeting the minimum levels set forth below, to be in force throughout the term of the contract:

Please state the limits of each policy you have in effect:

A. Professional Liability(in a combined single limit).....\$ 1,000,000

B. Workers Compensation.....Statutory

C. Comprehensive

Bodily Injury.....\$300,000\$500,000
each person each occurrence

Property Damage.....\$100,000.....\$300,000
each occurrence aggregate

The City of Aransas Pass is to be named as *additional insured* on Comprehensive Coverage.

Each insurance policy to be furnished by the successful party shall include, by endorsement to the policy, a statement that a notice shall be given to the City of Aransas Pass by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

Bid Bond – Not required

Performance/Payment Bond – Not required

L. **RANKING CRITERIA**

The evaluation of professional qualifications of the Proposers will be based on the following criteria:

1.	Reputation stability and past experience	15 points
2.	Process of planning and project management	10 points
3.	Quality of firm's work	20 points
4.	Municipality related building projects	20 points
5.	Firms proposed personnel	10 points
6.	Ability of contractor to meet contract time, schedule and budget	10 points
7.	Ability to oversee construction	<u>15 points</u>
	TOTAL	100 POINTS

M. **ENGINEERING SERVICES SELECTION EVALUATION INFORMATION**

The Proposer shall provide a response to each of the following items to receive consideration in the evaluation of qualifications for providing Engineering services for a variety of projects

within the City of Aransas Pass.

Please provide the following information for the Design Team (architect, mechanical engineer, structural engineer and electrical engineer) in the sequence and format prescribed by this questionnaire. If the firm is a joint venture, provide information for all firms. Supplemental materials providing additional information may be attached, **but the information requested below is to be provided in this format.**

1. **General Information**

- 1.1 Name of firm
- 1.2 Address
- 1.3 Phone and Fax
- 1.4 Form of Business organization (corporation, partnership, individual, joint venture, other)
- 1.5 Year founded
- 1.6 Primary individual to contact regarding this response

2. **Organization**

- 2.1 How many years has your organization been in business in its current capacity?
- 2.2 How many years has your organization been in business under its present name?
Under what other former names has our organization operated?
- 2.3 If your organization is a corporation, answer the following: Date of incorporation, State of incorporation, President's name, Vice President's name(s), Secretary's name, Treasurer's name.
- 2.4 If your organization is a partnership, answer the following: Date of organization, Type of partnership (if applicable), Name (s) of general partner(s).
- 2.5 If your organization is individually owned, answer the following: Date of organization, Name of Owner.
- 2.6 If the form of your organization is other than those listed above, describe it and name the principals.

3. **Experience**

- 3.1 List five (5) related projects designed by your firm. For each project, provide the name and type of project, size in square feet, location (city or town), completion date, names and phone numbers of the owner.
- 3.2 Describe how you propose to integrate the design team and how they will interact with the owner/user.
- 3.3 Provide a complete list of all projects currently in progress or completed by your firm within the last three years.
- 3.4 Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years?
- 3.5 Has your organization been in litigation in the last five years? Is any litigation currently pending? If so, describe.
- 3.6 What percentage of your work is for repeat clients?

4. **Process of Planning and Project Management**

- 4.1 Describe your organization's management plan and concepts for working with the owner during design and construction.
- 4.2 Describe your organization's methods of estimating costs.
- 4.3 Describe your plan for assuring that the project design meets the owner's requirements.
- 4.4 Describe your procedures and objectives for reviewing the design and construction documents for quality control/constructability and providing feed back to the owner.
- 4.5 Describe your firm's start up and close out procedures for this project.
- 4.6 Describe how you will evaluate factors pertaining to the long-term durability and life cycle cost of the project. What is the owner's involvement in this process?

5. **Firms Proposed Personnel**

- 5.1 Identify, by name, the specific project architect, mechanical engineer, electrical engineer, structural engineer, and any other major consultant. (Prior to contracting with a design firm, the City of Aransas Pass reserves the right to interview any of the project personnel assigned to the work.)
- 5.2 It is anticipated that the design firm shall not reassign the project architect or listed engineer without prior approval of the owner.

6. **Schedule and Budget Control**

- 6.1 Describe, in detail, the project scheduling system or methodology you propose to use in this project.
- 6.2 Identify all key steps, phases, milestones, approvals and project meetings you anticipate in a proposed schedule for the project.
- 6.3 For the projects listed in response to question 3.1 above, provide a list of the project costs indicating the initial estimate, the original bid amount, the negotiated bid amount (if any) and the final closeout cost.
- 6.4 Do the firms use specialty/engineering consultants?
- 6.5 Are the consultant fees included in the basic architectural service provided by the firm?
- 6.6 Describe how you propose to control the quality of construction.

7. **Uniqueness**

- 7.1 In 300 words or less, explain why you believe your organization is uniquely qualified to provide design services for the City of Aransas Pass. Include any other information, which you feel would be helpful in the selection of your firm in this project.

N. **CONTRACT**

Please include your proposed contract.

O. CERTIFICATION OF PROPOSAL

The undersigned affirms that they are duly authorized to execute this Proposal, that this Proposal has not been prepared in collusion with any other Contractor, and that the contents of this Proposal have not been communicated to any other Contractor prior to the official opening.

Signed By: _____ Title: _____

Typed Name:

Company Name: _____ Phone No.

Mailing Address: _____
P. O. Box or Street City State Zip

Employer Identification Number: _____

CORPORATE SEAL IF SUBMITTED BY A CORPORATION

END OF REQUEST FOR QUALIFICATIONS NO. 2013-01